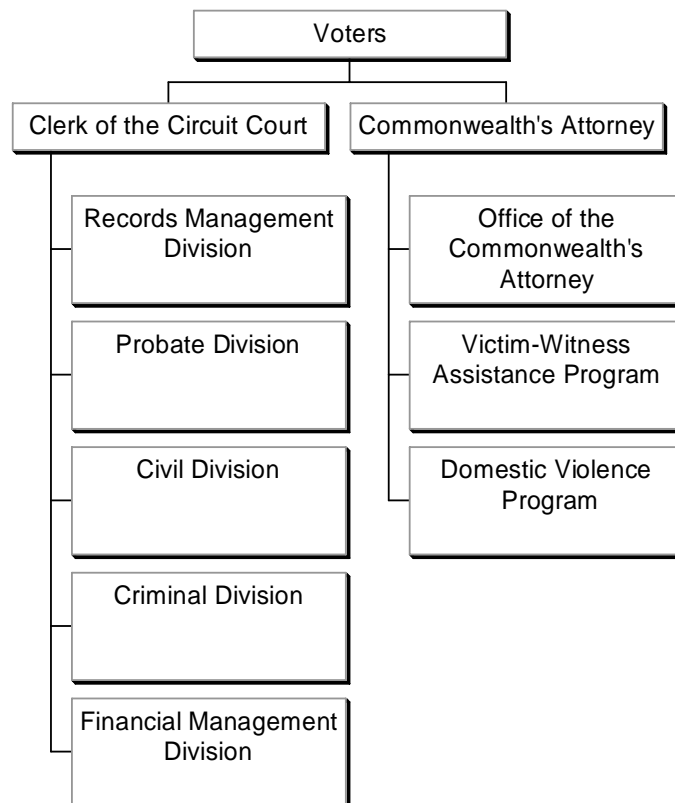


Clerk of the Circuit Court & Commonwealth's Attorney's Office



Clerk of the Circuit Court

The Clerk of Circuit Court is the custodian of all permanent records for the citizens of York County and the City of Poquoson. The following divisions accomplish these tasks:

- **Records Management Division** - Assigns document numbers for land records, judgments, financing statements; collects fees and taxes; creates indexes and scans all documents for permanent record; makes copies of permanent records requested by public; issues marriage licenses; files all documents.
- **Probate Division** - Files wills; collects probate tax and clerk's fee; issues certificates of qualification for executors, administrators, trustees, guardians, and conservators authorizing them to manage estates.
- **Civil Division** - Files civil cases (lawsuits, divorces, adoptions, name change petitions, etc.); prepares papers for service; issues subpoenas and concealed handgun permits; processes court orders; docket judgments; submits monthly reports to the Bureau of Vital Statistics.
- **Criminal Division** - Prepares docket and files for felonies and misdemeanor appeals; assists judge in courtroom for criminal cases; prepares criminal orders; processes criminal orders to appropriate agencies; enters fines and costs data into financial system; submits monthly statistical reports to Supreme Court of Virginia; prepares master jury list for each term of court, maintains grand jury list and prepares grand jury orders.
- **Financial Management Division** - Orders supplies; generates payments or payment requests for supplies, court appointed attorneys, juries, witnesses, court reporters, psychologists; balances financial accounts and reconciles bank accounts; collects fines and costs; deposits and disburses trust funds or escrowed funds as directed by court; prepares financial reports required by State.

Commonwealth's Attorney's Office

The Commonwealth's Attorney's Office is responsible for prosecuting all felonies, misdemeanor appeals and certain misdemeanors and criminal forfeiture cases originating in York County and the City of Poquoson. The Commonwealth's Attorney also advises law enforcement personnel regarding criminal law and procedure; renders advisory opinions to local officials regarding conflicts of interest, and responds to citizen's inquiries regarding State law, local ordinances and the criminal justice system; and supervises two separately funded programs:

- **Victim-Witness Assistance Program** - assists crime victims and prosecution witnesses to understand and participate fully with the criminal justice system and with collection of compensation for financial losses which result from criminal offenses; and
- **Domestic Violence Program** - primarily responsible for the prosecution of domestic violence, rape and other sexual assault, and stalking offenses committed against adult women.

Clerk of the Circuit Court Commonwealth's Attorney's Office

	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Original Budget	FY2005 Estimated Budget	FY2006 Adopted Budget	% Change Original 2005 / Adopted 2006
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Expenditure by Activity:

Clerk of the Court	554,331	572,253	675,238	775,641	792,906	829,410	6.93%
Commonwealth's Attorney	642,714	660,272	705,024	784,347	779,612	818,199	4.32%
Victim-Witness	106,818	106,716	113,804	122,961	122,961	131,383	6.85%
Domestic Violence	39,855	32,298	37,838	41,033	48,131	47,682	16.20%
Total Expenditures	1,343,718	1,371,539	1,531,904	1,723,982	1,743,610	1,826,674	5.96%

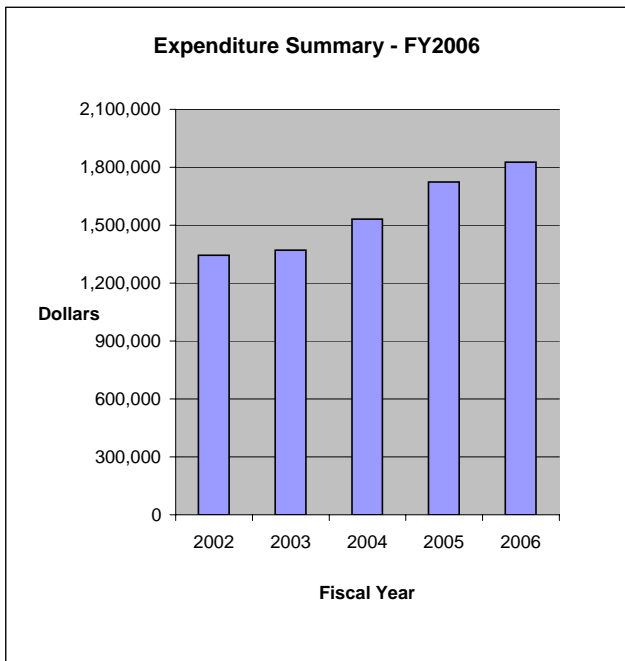
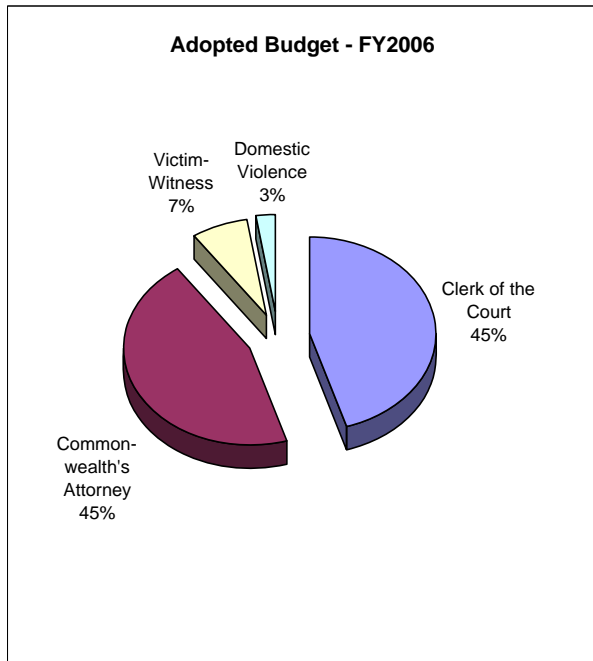
Expenditure By Category:

Personnel Services	1,246,947	1,283,265	1,391,777	1,587,100	1,587,100	1,675,454	5.57%
Contractual Services	25,319	38,012	20,002	61,150	61,864	61,200	0.08%
Internal Services	2,642	2,761	3,402	2,800	2,800	2,800	0.00%
Other Charges	25,318	22,643	27,115	32,740	32,740	32,845	0.32%
Materials & Supplies	22,624	19,408	23,928	19,200	19,200	22,975	19.66%
Capital Outlay	20,868	5,450	64,971	20,992	37,543	31,400	49.58%
Grant Activity	-	-	709	-	2,363	-	0.00%
Total Expenditures	1,343,718	1,371,539	1,531,904	1,723,982	1,743,610	1,826,674	5.96%

% of Total FY2006
Funding Sources

Funding Sources:

Local Support	219,718	151,118	187,410	499,755	499,755	372,157	20.37%
Charges for Services	214,263	372,362	422,167	380,000	380,000	422,145	23.11%
State/Fed Grants	114,413	108,472	122,608	114,000	116,363	127,939	7.01%
State Comp Board	795,324	739,587	799,719	730,227	747,492	904,433	49.51%
Total Funding Sources	1,343,718	1,371,539	1,531,904	1,723,982	1,743,610	1,826,674	100.00%



Clerk of the Circuit Court

Mission:

To provide high quality services to the general public in an accurate, courteous, timely, and professional manner, in accordance with the laws and Constitution of the Commonwealth of Virginia.

Goals:

- Eliminate backlog in Records Management Division.
- Back-scan deed books and judgments so they will be accessible by computer.
- Physical reorganization of office for more efficient workflow so that each division is unified and clearly recognizable.

Implementation Strategies for FY2006:

- Aggressively seek an additional employee and more work-as-required and overtime funding to eliminate backlog, back-scan, and maintain work in a current status.
- Upon back-scanning of deeds, remove several deed book storage desks from record room and relocate employee workstations to record room to accommodate the Records Management Division.
- Rearrange workstations in main office into the remaining four divisions: Probate, Civil, Criminal, and Financial Management.

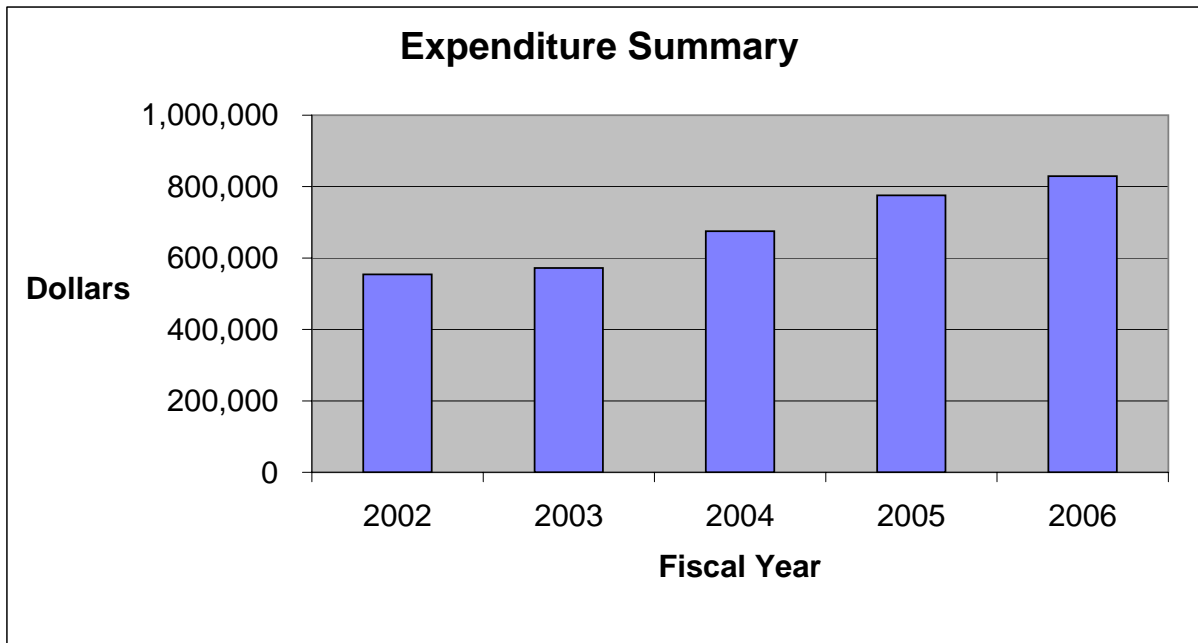
Budget Issues:

- In FY2002, funding for support costs were transferred from contractual services, to cover the purchase of a new copier and to acquire rental space for records retention. The reduction in record management was attributed to the purchase of an imaging system.
- In FY2003, contractual services funding was provided for the conversion of records from imaging to microfilm for the state archives. Due to state mid-year budget reductions, the Commonwealth Attorney proposed changes in the County code relative to various traffic offenses. These additional revenues will offset part of the reductions for the Commonwealth Attorney, Sheriff and Clerk.
- In FY2004, there was a reduction in funding for personnel as a result of the continued "cutbacks" in state funds.
- In FY2005, funding was increased for the routine replacement of computers.
- For FY2006, funding is for the replacement of the webserver and switch. These expenditures should be offset with State Technology funding.

General Fund Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Original Budget	FY2005 Estimated Budget	FY2006 Adopted Budget
20214 Clerk of the Circuit Court						
Personnel Services	498,310	510,557	576,185	682,741	682,741	719,560
Contractual Services	21,422	34,569	15,994	57,750	58,464	57,950
Internal Services	1,822	1,918	2,781	2,000	2,000	2,000
Other Charges	8,290	9,137	7,700	10,950	10,950	11,150
Materials & Supplies	12,921	12,263	16,011	12,000	12,000	12,650
Capital Outlay	<u>11,566</u>	<u>3,809</u>	<u>56,567</u>	<u>10,200</u>	<u>26,751</u>	<u>26,100</u>
Activity Total	<u>554,331</u>	<u>572,253</u>	<u>675,238</u>	<u>775,641</u>	<u>792,906</u>	<u>829,410</u>
Percentage Change	0.02%	3.23%	18.00%	14.87%	N/A	6.93%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	11.00	11.00	13.00	13.00	13.00	13.00
Trades & Crafts	-	-	-	-	-	-
Total	<u>12.00</u>	<u>12.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>



Commonwealth's Attorney

Mission:

The Commonwealth's Attorney prosecutes all felonies, all misdemeanor appeals and certain misdemeanors and criminal forfeitures originating in York County and the City of Poquoson. The Commonwealth's Attorney advises law enforcement personnel regarding criminal law and procedure; renders advisory opinions to local officials regarding conflicts of interest; and responds to citizen's inquiries regarding State law, local ordinances and the criminal justice system.

Goals:

- Prosecute criminal cases vigorously, successfully and efficiently.
- Ensure that crime victims are treated with sensitivity and professionalism by the criminal justice system.
- Provide effective assistance and guidance to law enforcement personnel.
- Enforce forfeitures of property used in criminal endeavors whenever possible.
- Provide prompt and accurate responses to citizen inquiries.

Implementation Strategies for FY2006:

- Update and expand use of the computerized docket control and case management system.
- Expand "in-house" training to meet Sheriffs' Department's requirements.
- Maintain professional excellence by providing competitive compensation.

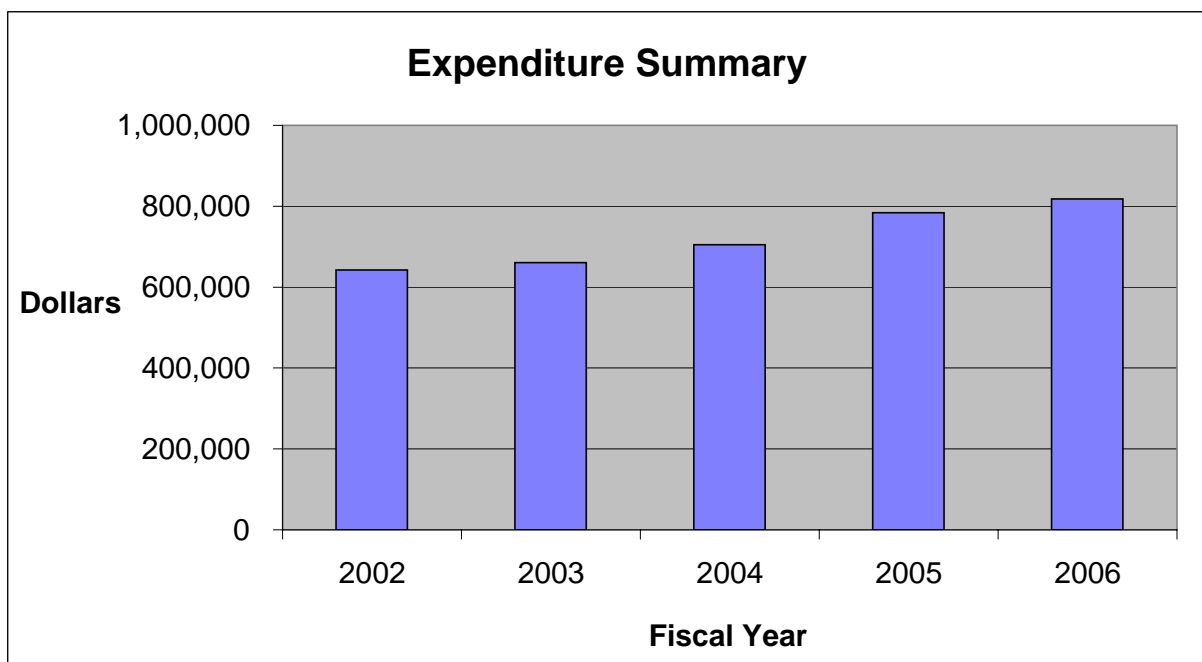
Budget Issues:

- In FY2003, capital outlay funding was provided to replace a file server. Due to state mid-year budget reductions, this equipment and other needed equipment was not purchased. The Commonwealth Attorney proposed changes in the County code to allow prosecution of various traffic offenses under County ordinances, resulting in additional revenue to the County. These additional revenues should offset prior reductions.
- In FY2004, funding was again reduced due to state budget reductions, further delaying the purchase of computer equipment, reducing funding for interns and other much-needed expenses.
- In FY2005, increases reflected the routine replacement of computers and the replacement of a network file server.
- For FY2006, there are no significant changes.

General Fund Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Original Budget	FY2005 Estimated Budget	FY2006 Adopted Budget
20221 Commonwealth's Attorney						
Personnel Services	609,147	644,744	678,180	752,215	745,117	786,869
Contractual Services	3,512	2,899	3,337	2,600	2,600	2,700
Internal Services	820	843	500	800	800	800
Other Charges	11,652	7,350	12,469	13,640	13,640	13,740
Materials & Supplies	8,281	4,436	4,128	5,800	5,800	8,790
Capital Outlay	9,302	-	6,410	9,292	9,292	5,300
Grant Activity	-	-	-	-	2,363	-
Activity Total	<u>642,714</u>	<u>660,272</u>	<u>705,024</u>	<u>784,347</u>	<u>779,612</u>	<u>818,199</u>
Percentage Change	3.20%	2.73%	6.78%	11.25%	N/A	4.32%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	4.50	4.50	4.50	4.50	4.50	4.50
Admin/Clerical	4.50	4.50	4.50	4.50	4.50	4.50
Trades & Crafts	-	-	-	-	-	-
Total	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>



Victim-Witness Assistance Program

Mission:

The Victim-Witness Assistance Program intends to promote sensitive treatment of and provide direct services to victims of crime.

Goals:

- Respond to the emotional and physical needs of crime victims.
- Assist victims of crime to stabilize their lives after victimization.
- Assist victims to understand and participate in the criminal justice system.
- Provide victims with information and referral for services.
- Inform victims and witnesses of their rights pursuant to victims' rights legislation and Virginia's Crime Victim and Witness Rights Act.

Implementation Strategies for FY2006:

- Staff will maintain current level of volunteer recruitment to assist with special projects and help provide more comprehensive services to an increased number of victims and witnesses.
- The program will assist victims of spousal abuse, stalking, and bodily injury who seek civil protective orders by providing Court accompaniment and referrals to community agencies.
- Program personnel will enhance community awareness of the program through public service announcements and other community activities, especially during Victims Rights Week, Child Abuse Prevention Month, and Domestic Violence and Sexual Assault Awareness month.
- Staff will continue to pursue new projects and collaborative efforts with allied professionals.

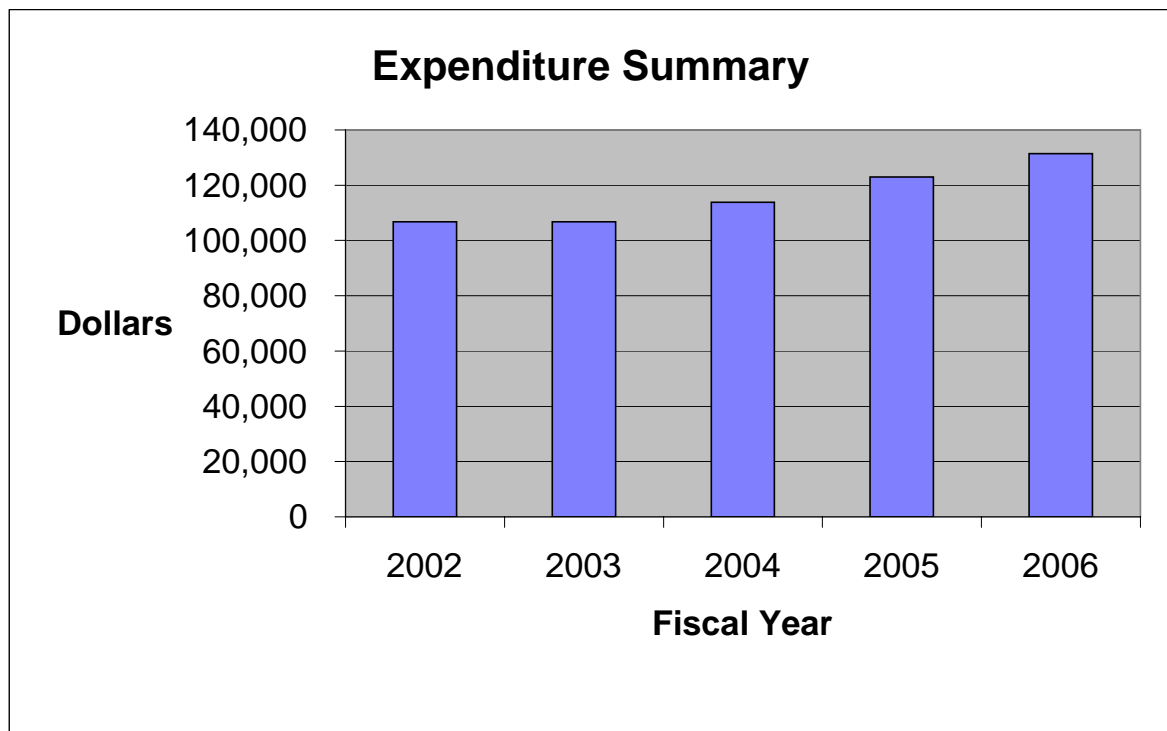
Budget Issues:

- In FY2002, funding was provided for work-as-required staffing to support an increased number of victims and witnesses.
- In FY2003, funding was provided for an additional part-time employee, replacing the need for work-as-required money.
- In FY2004, the decrease in personnel costs was due to turnover in staff.
- In FY2005, increases reflected the routine replacement of computers.
- For FY2006, there are no significant changes.

General Fund Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Original Budget	FY2005 Estimated Budget	FY2006 Adopted Budget
20222 Victim-Witness Assistance Program						
Personnel Services	102,053	97,466	100,573	113,151	113,151	123,618
Contractual Services	385	544	671	800	800	550
Other Charges	3,627	4,525	6,025	6,310	6,310	6,165
Materials & Supplies	753	2,540	3,711	1,200	1,200	1,050
Capital Outlay	-	1,641	1,994	1,500	1,500	-
Grant Activity	-	-	709	-	-	-
Activity Total	<u>106,818</u>	<u>106,716</u>	<u>113,804</u>	<u>122,961</u>	<u>122,961</u>	<u>131,383</u>
Percentage Change	5.68%	-0.10%	6.64%	8.05%	N/A	6.85%

FTE's

Management	-	-	-	-	-	-
Professional/Technical	2.00	2.00	2.00	2.00	2.00	2.00
Admin/Clerical	-	0.50	0.50	0.50	0.50	0.50
Trades & Crafts	-	-	-	-	-	-
Total	<u>2.00</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>



Domestic Violence Program

Mission:

The Domestic Violence Grant strengthens prosecution strategies, thereby increasing the number of persons prosecuted for crimes against women, and increasing the number of victims receiving services.

Goals:

- To prosecute all cases of domestic violence, sexual assault, and stalking involving 150 women during the grant period.
- To coordinate cooperative efforts among law enforcement, prosecutor, victim assistance programs and victim advocacy groups to better meet the needs of women as victims.
- To maintain case records to include statistics on victims to validate impact of an additional prosecutor on the Court system and on the women being served.

Implementation Strategies for FY2006:

- To analyze data at the end of each quarter to determine impact of V-STOP prosecutor and to determine trends in the caseload.
- Victim Assistance Program will assist prosecutor with victims of domestic violence, sexual assault, and stalking.

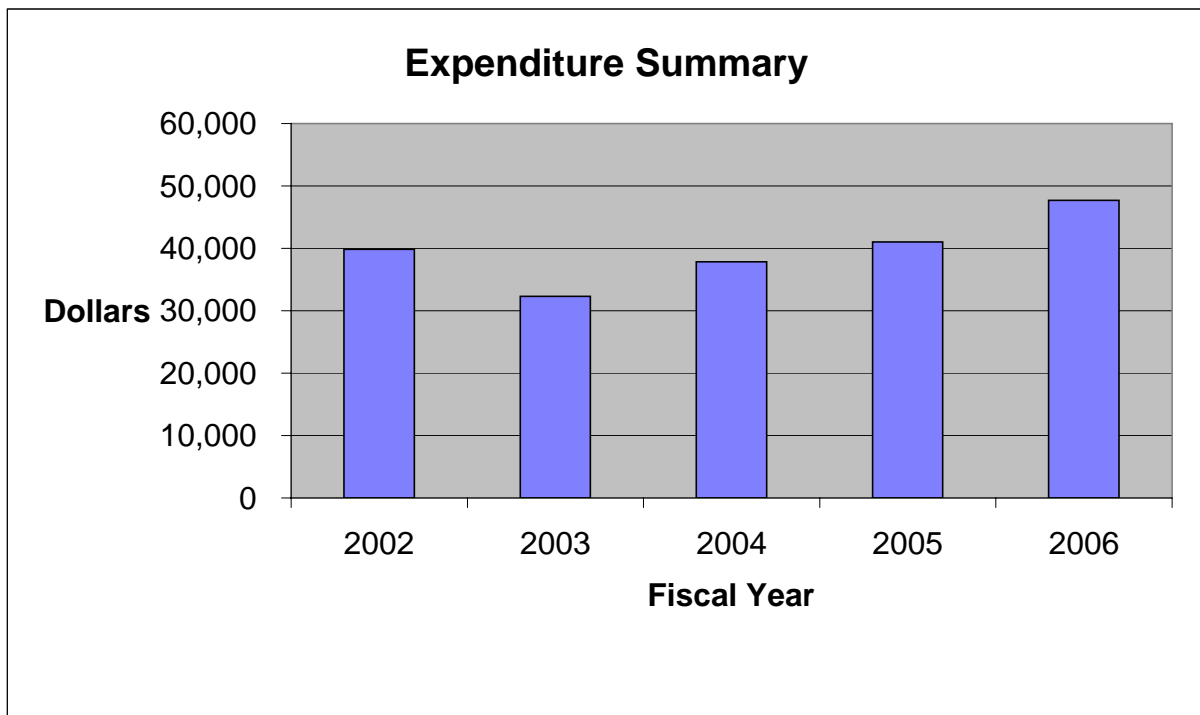
Budget Issues:

- In FY2003, grant funding decreased resulting in a reduction of hours for the part-time Administrative Assistant position.
- In FY2004, grant funding increased for this program resulting in increasing the hours of the part-time Administrative Assistant position.
- In FY2005, funding was provided to convert the Prosecutor position from Work-as-Required to Permanent Part-Time.
- For FY2006, the increase in personnel reflects the partial shifting of an administrative position from the Commonwealth Attorney's budget to the Domestic Violence Program budget to more appropriately align the budget with the duties performed by this employee.

General Fund Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Original Budget	FY2005 Estimated Budget	FY2006 Adopted Budget
20223 Domestic Violence Program						
Personnel Services	37,437	30,498	36,839	38,993	46,091	45,407
Other Charges	1,749	1,631	921	1,840	1,840	1,790
Materials & Supplies	<u>669</u>	<u>169</u>	<u>78</u>	<u>200</u>	<u>200</u>	<u>485</u>
Activity Total	<u>39,855</u>	<u>32,298</u>	<u>37,838</u>	<u>41,033</u>	<u>48,131</u>	<u>47,682</u>
Percentage Change	-6.34%	-18.96%	17.15%	8.44%	N/A	16.20%

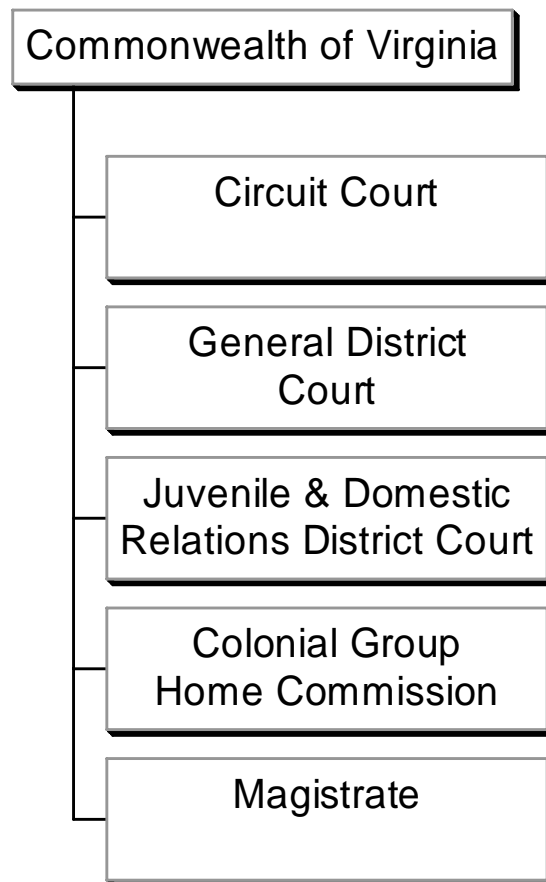
FTE's

Management	-	-	-	-	-	-
Professional/Technical	0.50	0.50	-	-	0.50	0.50
Admin/Clerical	0.25	0.25	0.50	0.50	0.50	0.50
Trades & Crafts	-	-	-	-	-	-
Total	<u>0.75</u>	<u>0.75</u>	<u>0.50</u>	<u>0.50</u>	<u>1.00</u>	<u>1.00</u>



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Other Court - Related Judicial Services



Other Court - Related Judicial Services

This section encompasses an array of services, which includes the Circuit Court, General District Court, Juvenile & Domestic Relations Court, Juvenile Services, and the Magistrate.

- **Circuit Court** - this is the court of record for York County and the City of Poquoson with jurisdiction of proceedings pursuant to Virginia Code § 17.1-513.
- **General District Court** - this court is responsible for the processing and management of traffic, criminal, and civil cases.
- **Juvenile & Domestic Relations District Court** - this court is responsible to protect the confidentiality and privacy of juveniles coming before the Court and in their commitment to rehabilitate those who come before the Court, in addition to protecting the public and holding juvenile offenders accountable for their actions. To adjudicate domestic/family violence, as well as Department of Social Services cases.
- **Colonial Group Home Commission** - consists of several programs whose goal is to provide community-based alternatives for youth referred by the 9th District Juvenile & Domestic Relations Court.
- **Magistrate** - judicial officers of the Commonwealth of Virginia whose function is to provide an independent, unbiased review of complaints brought to the office by police officers, sheriff's deputies, and citizens.

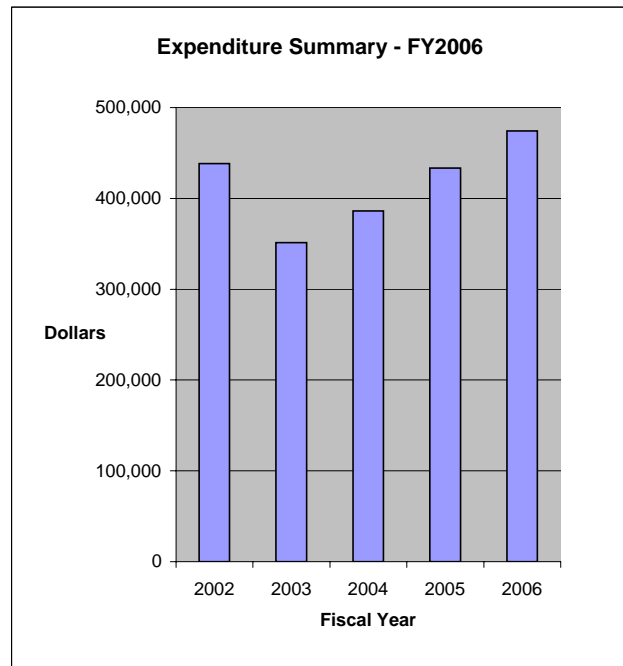
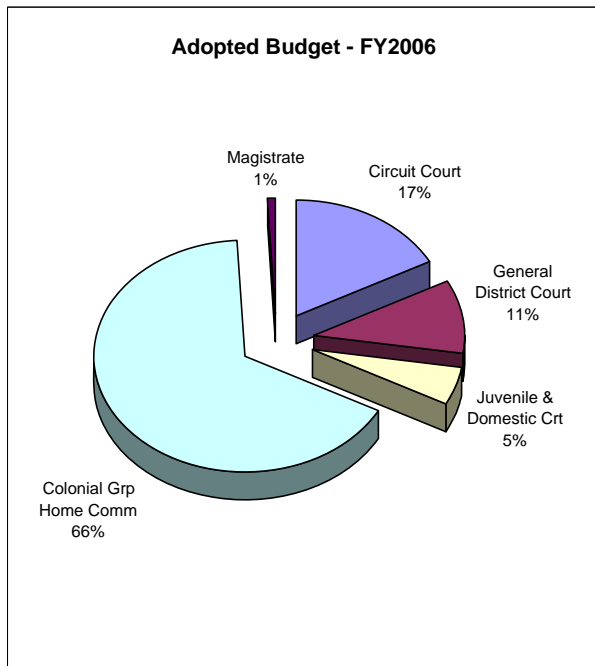
Other Court-Related Judicial Services

	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Original Budget	FY2005 Estimated Budget	FY2006 Adopted Budget	% Change Original 2005 / Adopted 2006
<u>Expenditure by Activity:</u>							
Circuit Court	53,066	49,430	65,075	75,795	75,795	81,062	6.95%
General District Court	36,339	28,282	32,289	33,245	33,245	49,835	49.90%
Juvenile & Domestic Crt	16,148	14,795	14,542	20,150	20,150	24,895	23.55%
Colonial Grp Home Comm	332,366	258,316	272,178	301,065	301,065	314,245	4.38%
Magistrate	547	647	2,272	3,000	3,000	4,070	35.67%
Total Expenditures	438,466	351,470	386,356	433,255	433,255	474,107	9.43%

<u>Expenditure By Category:</u>							
Personnel Services	39,117	36,537	54,064	61,195	61,195	66,767	9.11%
Contractual Services	27,443	28,637	36,289	30,740	30,740	45,160	46.91%
Internal Services	275	561	592	1,410	1,410	1,010	-28.37%
Other Charges	15,160	12,286	12,342	18,600	18,600	19,010	2.20%
Materials & Supplies	11,635	10,274	10,891	15,945	15,945	22,215	39.32%
Capital Outlay	12,470	4,859	-	4,300	4,300	5,700	32.56%
Contributions	332,366	258,316	272,178	301,065	301,065	314,245	4.38%
Total Expenditures	438,466	351,470	386,356	433,255	433,255	474,107	9.43%

% of Total FY2006
Funding Sources

<u>Funding Sources:</u>							
Local Support	283,022	275,050	309,935	358,255	358,255	399,107	84.18%
State/Fed Grants	155,444	76,420	76,421	75,000	75,000	75,000	15.82%
Total Funding Sources	438,466	351,470	386,356	433,255	433,255	474,107	100.00%



Circuit Court

Mission:

The Circuit Court will maintain and improve the quality of justice for all county citizens, emphasize efficiency, effectiveness and fairness, and value and respect the individual.

Goals:

- To hear and decide promptly matters brought before the court, without bias or prejudice, remaining faithful to the law, and not be swayed by partisan interests, public clamor or fear of criticism.
- To require order, decorum, and civility in proceedings before the court.
- To require staff, court officials, and others subject to the court's control to refrain from bias or prejudice and employ courtesy and decorum in the performance of their duties.
- To exercise the power of appointment impartially and on the basis of merit.

Implementation Strategies for FY2006:

- As a judge of the Ninth Judicial Circuit, to work toward uniform local practices and procedures throughout the Circuit which includes Poquoson, Williamsburg, York, Charles City, James City, King William, King and Queen, Gloucester, Mathews, Middlesex, and New Kent Counties.
- Statistics provided by the Supreme Court of Virginia indicate that in 2002 (the most recent yearly figures available) in the York County Circuit Court, 637 civil cases were commenced and 657 concluded; 1364 criminal cases were commenced and 1298 concluded. Grand juries met six times; petit juries were impaneled 9 days. Included in the concluded civil cases: 245 divorces, 128 other equity cases, 52 petitions for individuals to change their names, 50 garnishments, and 1 petition for guardians for incapacitated persons were granted. 173 concealed weapon permits were issued.

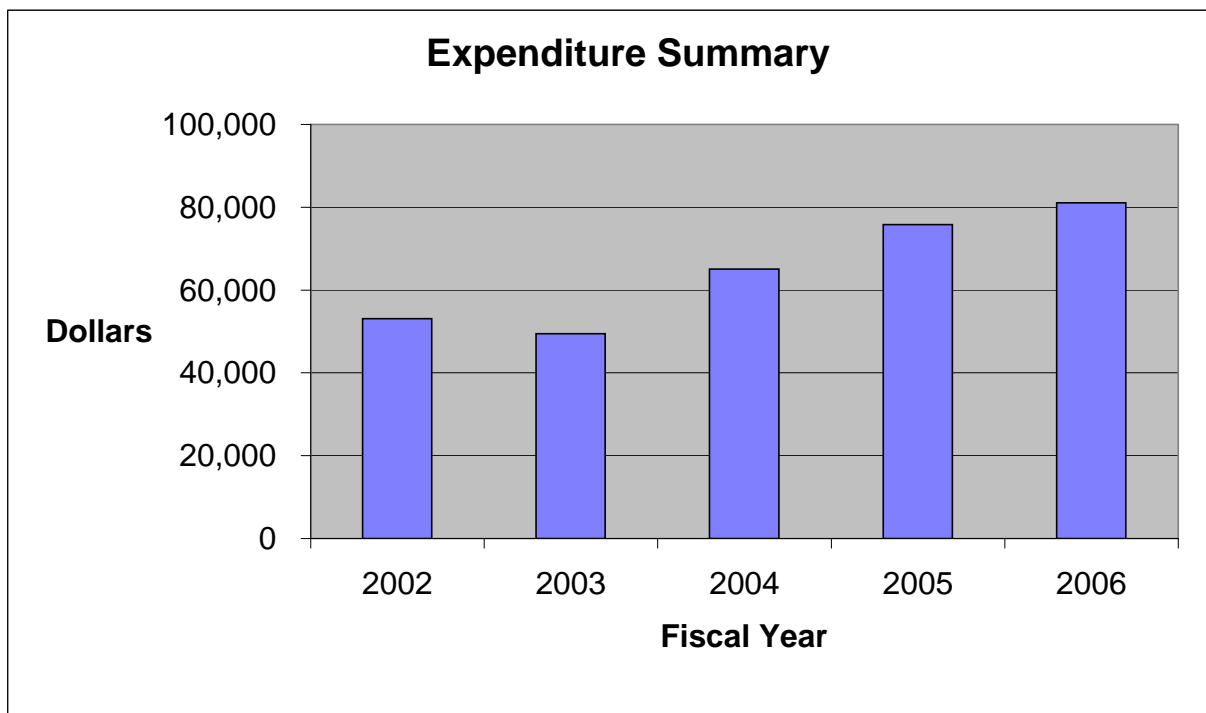
Budget Issues:

- In FY2003, capital outlay funding was provided for a replacement copier.
- For FY2006, there are no significant changes.

General Fund Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Original Budget	FY2005 Estimated Budget	FY2006 Adopted Budget
20211 Circuit Court						
Personnel Services	39,117	36,537	54,064	61,195	61,195	66,767
Contractual Services	8,984	6,269	7,719	6,890	6,890	6,885
Internal Services	32	102	106	210	210	210
Other Charges	2,150	1,156	1,245	3,500	3,500	3,200
Materials & Supplies	2,783	2,819	1,941	4,000	4,000	4,000
Capital Outlay	-	2,547	-	-	-	-
Activity Total	<u>53,066</u>	<u>49,430</u>	<u>65,075</u>	<u>75,795</u>	<u>75,795</u>	<u>81,062</u>
Percentage Change	-23.23%	-6.85%	31.65%	16.47%	N/A	6.95%

FTE's

Management	-	-	-	-	-	-
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	1.50	1.50	1.50	1.50	1.50	1.50
Trades & Crafts	-	-	-	-	-	-
Total	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>



General District Court

Mission:

The operations of the Court and its Clerk's office include record management, financial management, personnel management, and public relations. The Clerk's office issues various types of legal documents generated as part of the judicial process; maintains case papers for ten years; and responds to requests from outside agencies and the general public. The Clerk's office is fully automated allowing access to Court records through an on-site public access terminal and the Internet. The general duties of the Court staff have increased dramatically in the customer service field.

Goals:

- To accurately prepare and process all cases filed in the Court in a timely and efficient manner.
- To continue intensive employee training utilizing many different media to ultimately provide the best possible customer service to all Court users.
- To continue improvements to the General District Court Web Page and expand access to the Court.
- To investigate ways to meet the demands of pro se litigants and the general public regarding court procedures and court forms, specifically in the civil and small claims divisions.

Implementation Strategies for FY2006:

- The Court is responsible for the processing and management of traffic, criminal and civil cases. The Criminal and Traffic Divisions process state law violations and local ordinance violations for the County and the City of Poquoson. The Clerk's office serves more than 115 law enforcement officers with the second largest caseload in the Ninth Judicial District.
- The General District Court has exclusive original jurisdiction over civil cases involving amounts of \$4,500.00 or less and concurrent jurisdiction with the Circuit Court in amounts between \$4,500.01 and \$15,000.
- A Small Claims Division established in 1999 involves pro se litigation and amounts not to exceed \$2,000. Demands in this area have prompted action to provide better customer service, "How To" instruction manuals for use in the Clerk's office by the general public and access to forms online will be available via the Supreme Court of Virginia's website.
- Investigate the possibility of enhancing the court staff training using the Learn2 University courses via the Internet and video conferencing offered by the National Center for State Courts and the Supreme Court of Virginia.

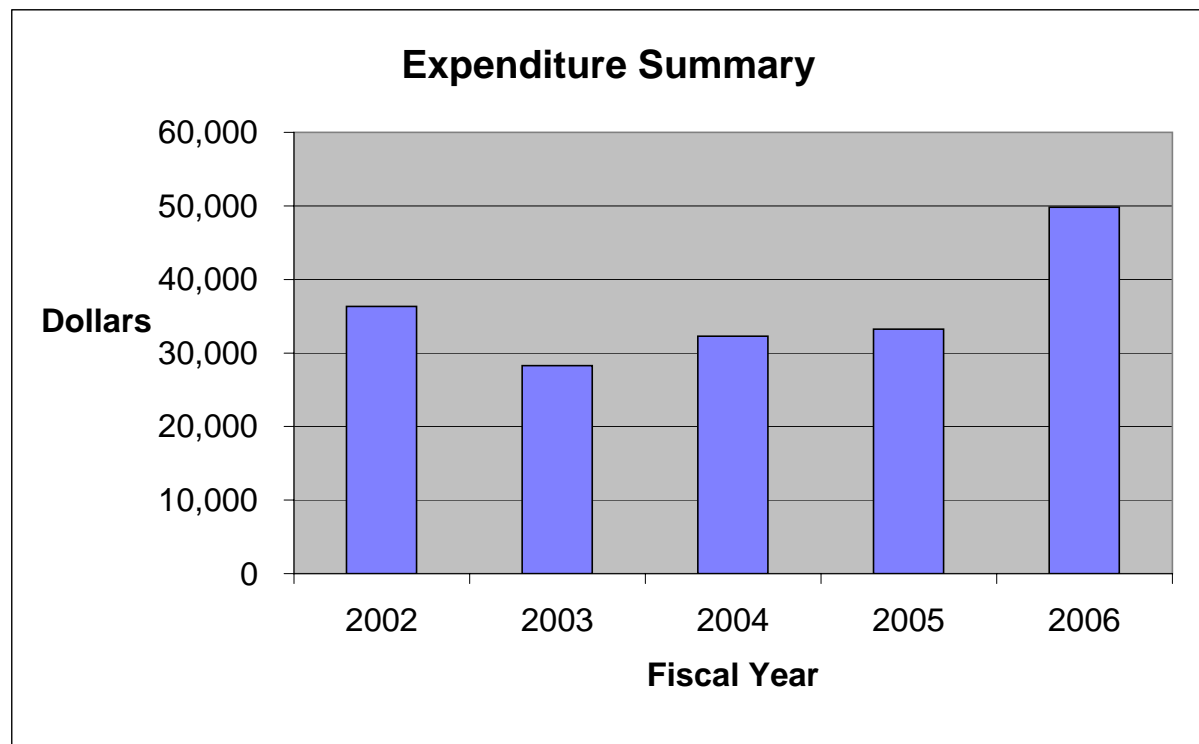
Budget Issues:

- In FY2002, funding was provided for the filing system and one workstation.
- In FY2003, funding decreased due to the completion of the filing system.
- For FY2006, funding increases provide court-appointed counsel fees that are reimbursed to the County and an upgrade to MS Office software.

General Fund Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Original Budget	FY2005 Estimated Budget	FY2006 Adopted Budget
20212 General District Court						
Contractual Services	12,352	15,557	21,708	15,300	15,300	29,500
Internal Services	-	54	54	200	200	200
Other Charges	8,416	7,810	6,209	9,800	9,800	9,800
Materials & Supplies	4,973	4,861	4,318	6,945	6,945	10,335
Capital Outlay	<u>10,598</u>	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>-</u>
Activity Total	<u>36,339</u>	<u>28,282</u>	<u>32,289</u>	<u>33,245</u>	<u>33,245</u>	<u>49,835</u>
Percentage Change	29.12%	-22.17%	14.17%	2.96%	N/A	49.90%

FTE's

Management	-	-	-	-	-	-
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	-	-	-	-	-	-
Trades & Crafts	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>



Juvenile & Domestic Relations District Court

Mission:

Juvenile and Domestic Relations District Courts differ from other courts in their duty to protect the confidentiality and privacy of juveniles coming before the Court and in their commitment to rehabilitate those who come before the Court, in addition to protecting the public, and holding juvenile offenders accountable for their actions. This Court handles cases involving:

- Delinquents and juveniles accused of traffic violations,
- Children in need of services and supervision and children who have been subjected to abuse or neglect,
- Family or household members who have been subjected to abuse,
- Adults accused of child abuse or neglect, or of offenses against members of their own family (juvenile or adult),
- Adults involved in disputes concerning the support, visitation, parentage, or custody of a child,
- Abandonment of children and foster care and entrustment agreements,
- Court-ordered rehabilitation services, and
- Court consent for certain medical treatments.

Goals:

- To process all case papers in an accurate and timely manner, keep Court records and provide information to the people involved in a case, to the extent permitted by law.
- To work with and assist all law enforcement agencies, as well as other agencies, in the effective flow of all cases before the Court.
- To process money received and transmit to the proper authority.
- To maintain effective and time-efficient scheduling practices.

Implementation Strategies for FY2006:

- To improve its services to the community.
- To plan for the projected growth of the County, to include population, commercialism and tourism, and its effect on the Court system.
- The Clerk's office staff will be completing extensive training on legal advice guidelines as well as additional computer training.

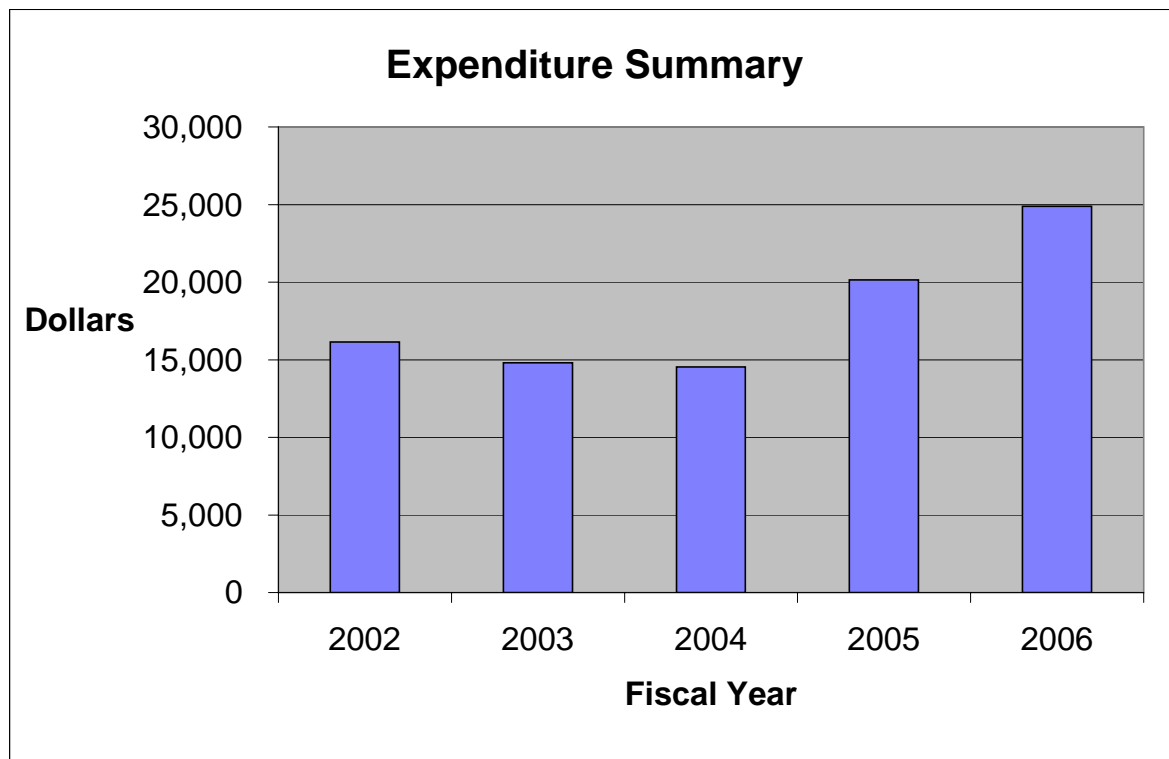
Budget Issues:

- In FY2002, funding increased for equipment and continued expansion of the filing system.
- In FY2003, funding decreased due to the completion of the first phase of the filing system.
- In FY2005, additional funding was to replace a copier.
- For FY2006, funding increases reflect an upgrade to MS Office software and expansion of the second phase of the filing system.

General Fund Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Original Budget	FY2005 Estimated Budget	FY2006 Adopted Budget
20213 Juvenile & Domestic Relations District Court						
Contractual Services	6,107	6,811	6,862	8,550	8,550	8,775
Internal Services	243	405	432	1,000	1,000	600
Other Charges	4,112	2,756	4,357	4,000	4,000	4,710
Materials & Supplies	3,814	2,511	2,891	3,300	3,300	5,110
Capital Outlay	<u>1,872</u>	<u>2,312</u>	<u>-</u>	<u>3,300</u>	<u>3,300</u>	<u>5,700</u>
Activity Total	<u>16,148</u>	<u>14,795</u>	<u>14,542</u>	<u>20,150</u>	<u>20,150</u>	<u>24,895</u>
Percentage Change	-22.54%	-8.38%	-1.71%	38.56%	N/A	23.55%

FTE's

Management	-	-	-	-	-	-
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	-	-	-	-	-	-
Trades & Crafts	-	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>



Colonial Group Home Commission Juvenile Services Division

Mission:

The York County Division of Juvenile Services consists of several programs whose goal is to provide community-based alternatives for youth referred by the 9th District Juvenile and Domestic Relations Court. The Colonial Group Home Commission administers these programs with member jurisdictions from the City of Williamsburg and the Counties of York, Gloucester, and James City. York County is the managing jurisdiction for these programs.

Goals:

None

Implementation Strategies for FY2006:

- *Project Insight* - community service work program that provides the opportunity for young people to perform public service work in lieu of other traditional sanctions.
- *House Arrest* - program is open for use by judges at any stage of the Court process and requires that the youth be at home, school, work, or in the company of a parent.
- *Family Oriented Group Home* - specialized foster-care services program whose goal is to modify a youth's unacceptable behavior within a family environment.
- *Crossroads Community Youth Home* - group home that offers a structured, homelike environment for teenage boys who are having adjustment problems at home, in school, or in the community.
- *Community Supervision* - program designed to provide home-based family-centered intervention for juvenile delinquents that are at risk of being placed out of their home and community.
- *Outreach Detention/Electronic Monitoring* - provides intensive supervision to adolescents who might otherwise be held in a detention facility while awaiting adjudication and/or disposition by the judge. The electronic monitoring program is an appendage to the Outreach program, adding an electronic house arrest feature.

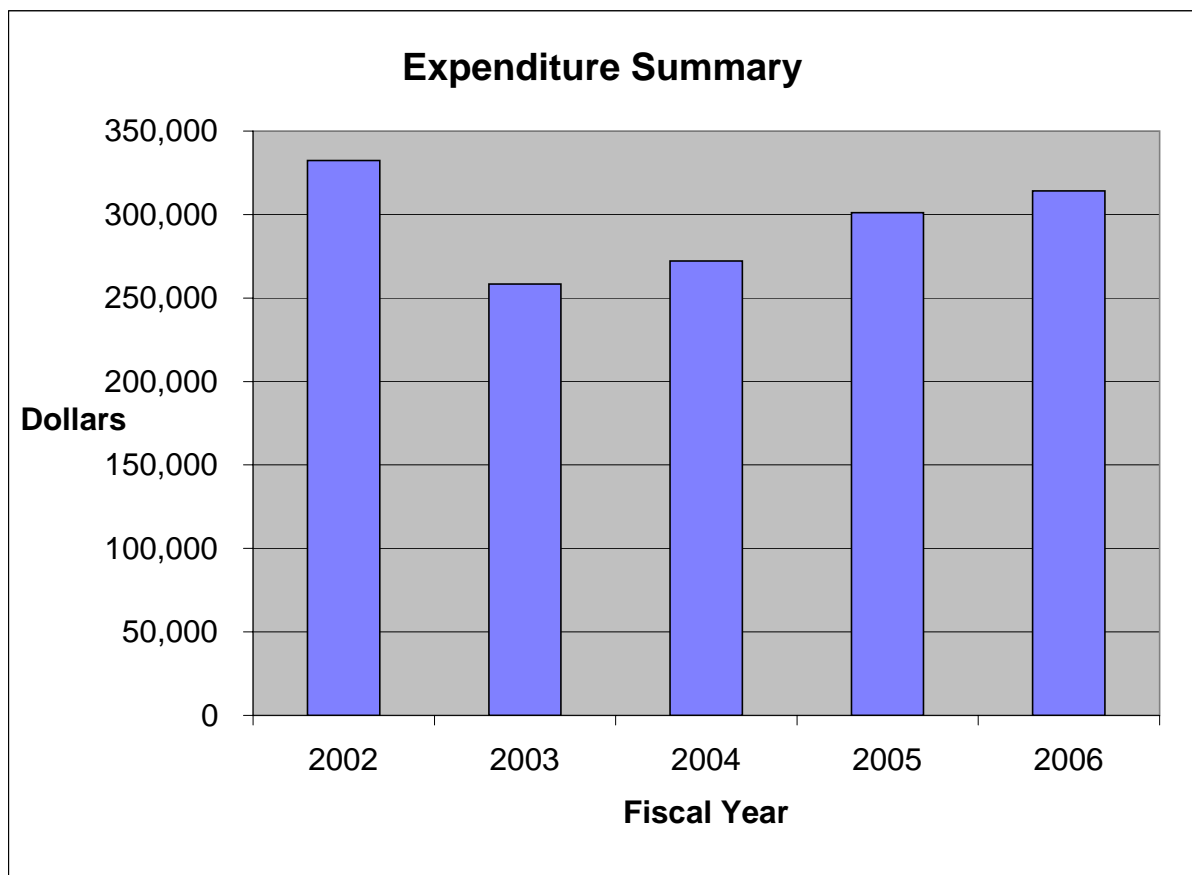
Budget Issues:

- In FY2002, additional funding was provided for capital maintenance for the Group Home.
- In FY2004, the funding provided for this program reflected a 51% reduction or \$79,024 in state pass-through funding and a 7.62% increase or \$13,862 in local support.
- For FY2006, the local match increase is due to the rising costs of programs.

General Fund Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Original Budget	FY2005 Estimated Budget	FY2006 Adopted Budget
20216 Colonial Group Home Commission						
Contributions	<u>332,366</u>	<u>258,316</u>	<u>272,178</u>	<u>301,065</u>	<u>301,065</u>	<u>314,245</u>
Activity Total	<u>332,366</u>	<u>258,316</u>	<u>272,178</u>	<u>301,065</u>	<u>301,065</u>	<u>314,245</u>
Percentage Change	5.68%	-22.28%	5.37%	10.61%	N/A	4.38%

FTE's

Management	-	-	-	-	-	-
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	-	-	-	-	-	-
Trades & Crafts	-	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>



Magistrate

Mission:

Magistrates are judicial officers of the Commonwealth of Virginia whose function is to provide an independent, unbiased review of complaints brought to the office by police officers, sheriff's deputies, and citizens. They are specially trained to issue search warrants, temporary detention orders, subpoenas, arrest warrants, summonses, setting bail, and committing persons to jail.

Goals:

- Provide magistrate services in a timely manner to all persons who require them.
- Effectively utilize all communications and technical resources to improve the delivery of magistrate services.

Implementation Strategies for FY2006:

- Continue and expand video conferencing equipment and train magistrates in its use.
- Continue to seek new and improved methods of delivering magistrate services.
- Provide services 24 hours a day, 365 days a year.
- Trends indicate continued increases in the number of cases presented.

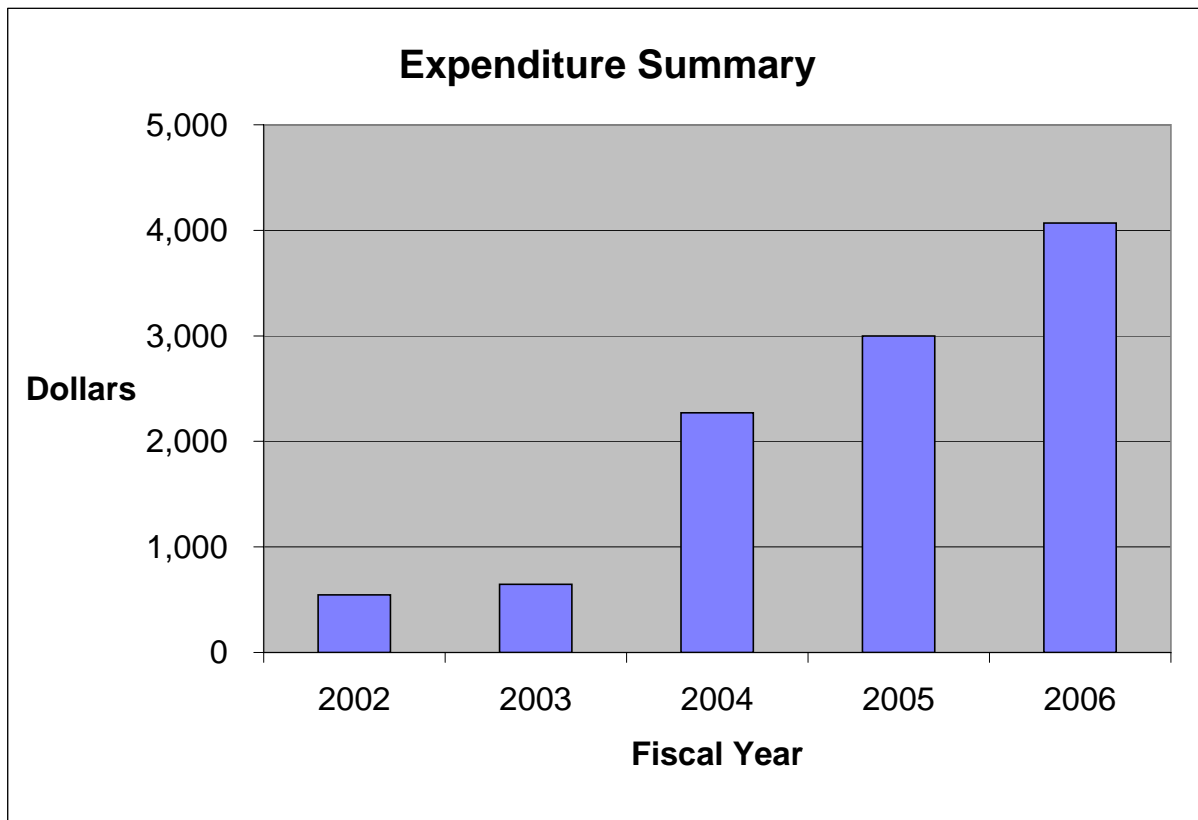
Budget Issues:

- In FY2005, funding was to replace a desk and chair.
- For FY2006, funding increases provide for supplies and an upgrade to MS Office software.

General Fund Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Original Budget	FY2005 Estimated Budget	FY2006 Adopted Budget
20217 Magistrate						
Other Charges	482	564	531	1,300	1,300	1,300
Materials & Supplies	<u>65</u>	<u>83</u>	<u>1,741</u>	<u>1,700</u>	<u>1,700</u>	<u>2,770</u>
Activity Total	<u>547</u>	<u>647</u>	<u>2,272</u>	<u>3,000</u>	<u>3,000</u>	<u>4,070</u>
Percentage Change	-26.58%	18.28%	251.16%	32.04%	N/A	35.67%

FTE's

Management	-	-	-	-	-	-
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	-	-	-	-	-	-
Trades & Crafts	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>



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